

(NPS Form 10-932)  
(OMB No. 1024-0026)  
(NEW 10/00)  
(Expires 3/31/2010)

**National Park Service**  
**Valley Forge National Historical Park**  
**1400 N. Outer Line Drive**  
**King of Prussia, PA 19406-1009**  
**610-783-1000, option 4**



**Application for Commercial Filming/Still Photography Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** thirty (30) days for processing. A non-refundable processing fee of \$75.00 should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability insurance naming the United States as also insured.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
E-mail:	E-mail:

  

Project name:	Producer:
Location manager:	Photographer:
Telephone #:	Director:
Cell phone #:	Insurance company:
E-mail:	

**TYPE OF PROJECT:** ☐ Stills, editorial ☐ Stills, advertising ☐ stills, other ☐ stock photo/video/film  
☐ Feature Film /TV Movie ☐ TV Series/Pilot ☐ Documentary/Travelogue ☐ Commercial  
☐ Music Video ☐ Infomercial ☐ Industrial ☐ Public Service Announcement  
☐ Other, explain \_\_\_\_\_

Will there be sound recording ☐ Yes ☐ No

Night work: ☐ No ☐ Yes, explain

**Detailed description of on-site activities** \_\_\_\_\_

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Talent comprise anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessioner staff, etc.

**Do you intend to utilize talent?** ☐ Yes ☐ No

If yes, provide a full description of who they are and how they will be utilized:

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**LOCATION SCHEDULE:**

DATE	LOCATION	Start Time	End Time	Interior or Exterior	FILM PREP	STRIKE	# of cast & crew*
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

**\*number in this column should include all individuals present at the location**

How will individuals with access to the site be identified? (Identification tags are recommended.)

Electrical needs, explain \_\_\_\_\_ Generator: ☐ No ☐ Yes, size \_\_\_\_\_

Lighting: ☐ None ☐ Reflectors only ☐ Yes (explain) \_\_\_\_\_

Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

☐ Closure requested

☐ Running shots ☐ Driving shots ☐ Drive-bys ☐ Tow shots ☐ Drive-ups & Away ☐ Wet down road

☐ Camera/Equipment on Road Shoulder ☐ Camera/Equipment on median ☐ Other (explain)

**OPERATIONAL INFORMATION:**

**Vehicles:**

Personal Cars \_\_\_\_\_ Large Trucks \_\_\_\_\_ Other Trucks \_\_\_\_\_ Vans \_\_\_\_\_ Motor homes \_\_\_\_\_

Semi-Tractor Trailers \_\_\_\_\_ Camera Car \_\_\_\_\_ Picture Cars \_\_\_\_\_ Dressing Rooms \_\_\_\_\_

Other Vehicles (explain) \_\_\_\_\_

**Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.**

**Vehicles or to be parked on or need access to park property (attach additional sheets if necessary):**

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #

Base Camp location (attach diagram if necessary): \_\_\_\_\_

**CATERING INFORMATION**

Catering Co. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

On-site Manager \_\_\_\_\_ Food License Information: \_\_\_\_\_

Equipment: \_\_\_\_\_

**SPECIAL ACTIVITIES:**

Children: ☐ None ☐ Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals: ☐ None ☐ Yes (explain)

Trainer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Aircraft: ☐ No ☐ Yes (explain)

Special Effects: (identify)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Stunts: (explain)

Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Any other unusual or hazardous activities? Explain:

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Are you familiar with/ have you visited the requested area?

☐ Y ☐ N

Have you obtained a permit from the National Park Service in the past?

☐ Y ☐ N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event?

☐ Y ☐ N

**ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING:** set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).

**CONTACTS:**

**Person on location responsible for company's adherence to all terms & conditions of a Film Permit:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**Person on location responsible for coordinating activities with the NPS:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**Person at the company office to contact for follow up information and billing:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*  
I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of **\$75.00** made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed to the **Special Use Permit Coordinator** at the Park address found on the first page of this application.*

**Note** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

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*The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.*

**Paperwork Reduction Act Statement:** This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240.

## CONDITIONS OF THIS PERMIT

1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. Damages - The permittee shall pay the United States of America for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.
3. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
7. Permittee will comply with applicable public health and sanitation standards and codes.
8. All sidewalks, walkways, trails and roadways must remain unobstructed to allow for the reasonable use of these areas by pedestrians, vehicles and other park areas.
9. No fee collections or donations may be solicited or accepted, and the selling of pamphlets or any similar material, is prohibited within the boundary of Valley Forge National Historical Park.
10. All promotional and informational material related to this event shall be reviewed by the Superintendent prior to its release.
11. Good order and proper decorum shall be maintained by those persons conducting and participating in this event. Neither will public safety and general welfare be endangered by those persons conducting and participating in this event.
12. Smoking is prohibited in all historic structures and the Park Visitor Center at all times. No fireworks of any kind will be lit or shot off during this event.
13. This permit is issued only for the use of the area designated and does not include permission for activities outside the park or on private property within the park.
14. Unless specifically stated, this permit does not give exclusive use of the designated area and facilities such as picnic tables. Picnic tables are on a first come first use basis. No reservation of tables or "saving" of tables is permitted.
15. The area shall be left in the same condition as prior to your event and all litter, trash and equipment will be removed from park property by the permittee before expiration of the permit.
16. All sound amplification equipment shall be limited so that it will not unreasonably disturb non-participating persons in the immediate area, or in the vicinity of the area.
17. The building or area to be used shall remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service Official in charge.
18. If commercial television or photo coverage other than bonafide press coverage is to be part of the program, a Valley Forge National Historical Park filming permit is required.
19. The release of helium balloons is prohibited. The permittee is subject to penalty for any balloons used during the event that are lost whatever the cause.

**20. No structure of any kind may be erected without prior approval of the park superintendent. Examples would include tents and shade canopies or a stage.**

**21. No alcoholic beverages are permitted within the boundary of Valley Forge National Historical Park.**

**22. All posted signs must be removed after event is completed.**

**23. Any future application for a special park use may not be considered if not received 90 days prior to the event.**

**24. All liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall name the United States of America as “additionally insured” and in that event shall provide that the insurance company shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the Superintendent prior to the commencement of any activities authorized under this agreement.**

**25. The National Park Service reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.**

**26. This agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.**